

United States Department of Commerce National Institute of Standards and Technology Recruitment Bulletin – Boulder, Colorado

Updated January 2009

The National Institute of Standards and Technology (NIST) in Boulder, Colorado, maintain an Applicant Supply File of candidates for the critical shortage career paths, pay bands, and occupations listed below.

This is an Applicant Supply File, there may or may not be current vacancies for these positions. As vacancies occur the Applicant Supply File is queried for qualified applicants. This is **only** for positions located in Boulder, Colorado. For information on positions in Gaithersburg, MD go to: <http://www.nist.gov/hrmd/staffing/asf/bulletingaithersburg.pdf>.

SCIENTIFIC AND ENGINEERING POSITIONS (ZP)

ZP Pay Bands I through V (equivalent to GS-5 through GS-15):

0801 – General Engineer	0855 – Electronics Engineer
0806 – Material Engineer	0893 – Chemical Engineer
0810 – Civil Engineer	1321 – Metallurgist
0830 – Mechanical Engineer	1550 – Computer Scientist
0850 – Electrical Engineer	2210 – Information Technology Specialist
0854 – Computer Engineer	

ZP Pay Bands III through V (equivalent to GS-11 through GS-15)*:

1301 – Physical Scientist *
1310 – Physicist *
1320 – Chemist *

Duties are to advise on, administer, supervise, or perform professional scientific or engineering research and/or development; or formulate, conduct, lead, manage, or consult on technology programs or policy issues.

* Applications will also be accepted for these series at pay bands I and II from applicants with a bachelor's degree with at least a 2.9 GPA or better (on a 4.0 scale) or a master's degree.

Pay Band Salary Information for Scientific and Engineering Career Path (ZP)

Pay Band I = \$ 32,980 - \$ 52,000
Pay Band II = \$ 40,852 - \$ 71,536
Pay Band III = \$ 60,459 - \$ 94,200

Pay Band IV = \$ 86,171 - \$132,382
Pay Band V = \$119,780 - \$ 153,200

ADMINISTRATIVE POSITIONS (ZA)

ZA Pay Band I - V (equivalent to GS-05 through GS-15)

1102 – Contract Specialist

1102 – Procurement Analyst

Duties are to advise on or administer, supervise, or perform professional duties in developing or carrying out policies and procedures to procure supplies, services, construction, or research and development using formal advertising or negotiation procedures; to evaluate contract price proposals; and to administer, terminate, and close out contracts.

Pay Band Salary Information for Administrative Career Path (ZA)

Pay Band I = \$ 21,404 – 47,788
Pay Band II = \$ 40,852 – 71,536
Pay Band III = \$ 60,459 – 94,200
Pay Band IV = \$ 86,171 – 132,382
Pay Band V = \$119,780 – 153,200

Duty Location: Boulder, Colorado

Basis for Rating: Applicants will be rated to determine basic qualifications and may be ranked against the knowledge, skills and abilities required by the positions being filled. The knowledge, skills and abilities required will be related to technical competence, technology application (the ability to use the tools, machines, or equipment common to the field), and oral and/or written communication. No written tests are required.

Applicant Supply File application procedures are as follows:

- Applicants **must** complete the NIST on-line application Supply File application at <https://rproxy.nist.gov/asf/>.
- Applications, with the exception of 10-point preference eligibles, will be kept on file for a period of 90 days.
- Applications of 10-point preference eligibles will be kept on file for a period of one year.
- Applicants must submit a new application package for each additional period of consideration.
- There may not be any current job vacancies. Please check <http://www.usajobs.gov> for a list of current jobs available.
- Applicants will be contacted by NIST upon consideration for employment to inform them of selective factors that would be required to meet minimum qualifications for a particular position.
- Term or temporary positions filled through the Applicant Supply File process may be extended without further competition up to a maximum of 4 years for term appointments or 2 years for

temporary appointments. This implies no guarantee or promise that the appointment will be extended.

- Applicants must be U.S. citizens.

How to Apply: Applicants are to complete the NIST on-line Applicant Supply file application, <https://rproxy.nist.gov/asf/>. If selected for a position with a positive education requirement or a critical shortage highly qualified candidate, e.g., qualifying based on education, an official transcript will be required and requested prior to appointment. Applicants claiming Veteran's Preference **must** submit their DD-214 and, if appropriate, SF-15, Claim for 10-Point Veteran's Preference with supporting documentation to authorize the preference to (301) 948-6107, attention: Applicant Supply File. A fax transmittal cover sheet is provided at the end of the on-line application.

NIST does not accept any application other than the on-line application.

NIST provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please contact Mary Wurster at (303) 497-4934. The decision on granting reasonable accommodations will be made on a case-by-case basis.

Special Information for Surplus and Displaced Federal Employees under the Career Transition Assistance Plan (CTAP) and the Interagency Career Transition Assistance Plan (ICTAP):

Applicants requesting Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) special priority consideration must be determined to be well-qualified for the position to be eligible for this consideration. CTAP and ICTAP eligibles will be considered well-qualified if they meet the basic qualification requirements; physical, suitability, and education requirements; and meet specific evaluation criteria as contained in the rating and ranking questions. Applicants seeking CTAP/ICTAP consideration must submit proof that they meet the eligibility requirements of 5 CFR 330.605(a) for CTAP and 5 CFR 330-704 for ICTAP. After reviewing these requirements, you must fax (following instructions provided in the on-line application) proof of eligibility that includes a copy of the agency notice, a copy of your most recent Performance Rating, and a copy of your most recent SF-50 that identifies your position, grade level, duty location, and tenure.

Current surplus and displaced applicants in the local commuting area will be advised, in writing, regarding the results of their application, and whether or not they were found to be well-qualified. Applicants will be given an opportunity to address the selective factors when used. To be determined well-qualified, an applicant must score 90% or above when quality ranking factors are used. If not found to be well-qualified, the notice will include information on the results of an independent, second review. If an applicant is found well-qualified, and another well-qualified surplus or displaced candidate is selected, the applicant will be so advised.

The Federal Government is an Equal Opportunity Employer